## SAMPLE

## United States Department of the Interior

		U.S. Fish and Wildlife Service	
		Bureau	
		Jane X. Doe	
		Recipient	
		•	
	•	is presented a	
		TIME-OFF AWARD	
		for	
		8 Hour(s)	
	f	for a high quality accomplishment.	
<u>Us</u>	se this sp	pace to provide a brief description of the	
en	nployee's	accomplishment(s) and/or contribution(s).	
_			
<u>T1</u>	IS FORM I	S PROVIDED FOR ILLUSTRATIVE PURPOSES ONLY AND	
<u>C/</u>	ANNOT BE P	PHOTOCOPIED. NOMINATIONS MUST BE SUBMITTED ON	
ΔΙ	N ORIGINAL	., MULTI-PART DI FORM 1973.	
		., 10211	
		Brief Description of Accomplishment	
31,	1993		
	<u></u>	Immediate S	upervisor
		$\alpha$ :, $\alpha$	- ,
31,	1993	Reviewin	
		Reviewin	g Official
		KF JOHNING XIXXX XX	w <i>x</i> wkaay)
		000-00-0000	
		Employee Social Security Number	
		Dispose Social Security Harilber	

Time-Off Award will expire one year from date of approval

May

Date